



Atlantic County Welfare Board.

1601 ATLANTIC AVENUE  
Atlantic City, N. J. 08404

JOHN KABALA, JR.  
Director

Telephone 609.--348-3001

NOT CIRCULATED

October 11, 1972

A LETTER OF UNDERSTANDING BETWEEN THE ATLANTIC COUNTY WELFARE BOARD AND LOCAL #2302 - AFSCME AND AFL-CIO:

This letter is for the purpose of enabling the parties to present the agreements reached for ratification to the Atlantic County Welfare Board and the office of Employee Relations, Office of the Governor, State of New Jersey and the persons of Local #2302.

It is understood by all the parties that the one clause pertaining to educational leave must be approved before this contract can be completed, however, the educational leave clause has been approved by the office of employee relations and Mr. Irving J. Engleman, Director of Public Welfare. The final approval must be given by the Atlantic County Welfare Board.

It is understood by the parties that Mr. Engleman is to submit a letter certifying that the educational leave clause not only is in agreement with other County Welfare Boards, but that it is a policy of the State of New Jersey to give such leave to employees of Welfare Boards who are Caseworkers and Supervisors.

It is understood that this agreement will be presented to the Atlantic County Welfare Board by Mr. John Miraglia, Negotiator and Mr. John Kabala, Jr., Director of the Atlantic County Welfare Board at the meeting to take place on October 18, 1972, and that our best efforts will be used to obtain passage of not only the educational leave clause but the total contract.



Atlantic County Welfare Board

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Director

It is further understood that the Caseworkers and Supervisors will work the hours from 9:00 A.M. to 4:30 P.M. with 1/2 hour lunch during the period from now until October 18, 1972.

It is further understood after that if no approval of this contract is given, the parties can reconsider their own positions and take whatever action they deem necessary.

UNION

Richard H. Holt

Lawrence H. H. H.

Edward R. H.

V

Robert Kabala, Jr.

A.C.W.B.

W. H. H.

Agreement  
A G R E E M E N T

Between:

BOARD OF WELFARE, COUNTY OF ATLANTIC

AND

THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES,

AFL-CIO, COUNCIL NO. 64

APRIL 1, 1972 THROUGH MARCH 31, 1974.

## PREAMBLE

This Agreement entered into by the Board of Welfare, County of Atlantic, hereinafter referred to as the "Employer" and the American Federation of State, County and Municipal Employees, AFL-CIO, Council No. 64, hereinafter referred to as "Union", has as its purpose the harmonious relations between the Employer and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and the establishment of rates of pay, hours of work and other conditions of employment.

## ARTICLE I

### RECOGNITION

The Employer recognizes the Union as the sole bargaining agent for the Supervisors of Case Workers, Case Workers, Home Economists, Supervisor of Properties and Resources and any other classifications that the parties may mutually agree to. All other employee classifications are excluded from this Agreement.

## ARTICLE II

### DUES CHECK OFF

The Employer agrees to deduct the Union monthly membership dues from the pay of those employees who individually request in writing that such deductions be made by executing an authorization-assignment form acceptable to the Board. The amounts to be deducted shall be certified to the Employer by the Treasurer of the Union and the aggregate deductions of all employees shall be remitted to the Treasurer of the Union together with a list of the names of all employees for whom the deductions were made by the 10th day of the succeeding month after each deduction is made. It is understood that such authorization shall remain in effect for the term of this Agreement providing it does not contravene any law.

## ARTICLE III

### HOURS OF WORK

The normal work week shall consist of thirty-five hours (35) per

week, seven (7) hours per day, five (5) days per week, Monday through Friday.

#### ARTICLE IV

##### GRIEVANCE PROCEDURE

Any grievance or dispute, that might arise between the parties with reference to the application, meaning or interpretation of this agreement shall be settled as set forth in the following:

Any grievance or dispute not involving the application, meaning or interpretation of this agreement will be processed through Steps 1, 2 or 3 only.

STEP 1. The aggrieved employee or the Union Steward at the request of the employee shall take up the grievance or dispute with the employee's Administrative Supervisor, in writing within (10) working days of the occurrence, or within (10) working days after he would reasonably be expected to know of its occurrence. Failure to act within said ten (10) days shall be deemed to constitute an abandonment of the grievance. Upon proper presentation of a grievance, the Supervisor shall then attempt to adjust the matter and shall respond to the employee or Steward within three (3) working days.

STEP 2. If the grievance has not been settled, it shall be presented in writing, by the Union Steward (or Union Grievance Committee or Employee) to the Director of Welfare Board within five (5) working days following the determination at Step 1. The Director shall meet with the Union Steward (or Union Grievance Committee or Employee) and respond in writing within seven (7) working days, after the receipt of the grievance.

STEP 3. If the grievance still remains unadjusted, it shall be presented by the Union Steward or Grievance Committee or Employee to the Welfare Board in writing within five (5) working days after the response from the Director is due. In the event the grievance is filed with the Board at least ten

(10) working days prior to a Board meeting. Grievances filed less than ten (10) working days before a Board meeting may be heard by the Board at the meeting or at the Board's discretion placed on the Agenda for the following meeting. The aggrieved and/or the Union representatives may request an appearance before the Board. The Board will render its decision within eight (8) working days after the Board meeting at which the matter has been reviewed.

STEP 4. Should the aggrieved be dissatisfied with the Board's decision, such person has ten (10) working days in which to request fact-finding. The fact-finder shall be designated by the Office of Employee Relations in the Office of the Governor. However, no fact-finding hearing shall be scheduled sooner than thirty (30) days after the final decision by the Board. The fact-finder's recommendation shall be in writing and shall set forth his findings of fact, reasons, and conclusions on the issues submitted. The fact-finder shall be without power or authority to make any decision which shall bind the parties and his opinion shall be advisory in nature only.

The costs for the services of the fact-finder shall be borne equally by the Board and the Union. Any other expenses incurred in connection with the fact-finding shall be paid by the party incurring same.

The cost of the transcript, if any, will be borne by the party requesting it. If both parties request a transcript, the cost will be shared equally.

The Union will notify the employer in writing, of the names of its Shop Stewards and Officers who are designated by the Union to represent employees under the grievance procedure. The Union will be permitted the necessary time during working hours to investigate a grievance which has been put forth in writing and further, permission for such time will not be unreasonably withheld or abused and providing that a limit of one hour will be observed unless specifically extended by the Director.

Such Union Officials shall also have the opportunity to consult with employees before the start of the work shift, during lunch or breaks, or after completion of the work shift. The Board will designate appropriate places for such consultations.

The employer and the Union agree in conjunction with the Grievance Procedure, each will give reasonable consideration to requests of the other party for meetings to discuss grievances pending at any step of the grievance procedure.

#### ARTICLE V

##### OVERTIME

In all times of emergency, the full cooperation of the Case Workers and Supervisors is expected to alleviate the emergency. This may mean working overtime. Overtime will be paid by compensatory time on an hour-for-hour basis; compensatory time will only be given for overtime ordered by the Director. The compensatory time must be taken within thirty (30) days of the accrual.

#### ARTICLE VI

##### SICK LEAVE

Sick leave means the absence of an employee from duty because of illness, injury, maternity leave (during the period of actual incapacitation as shown by a physician's certificate but not in excess of six (6) weeks following date of confinement), exposure to contagious disease, necessary attendance upon a member of the immediate family seriously ill, death in the immediate family or attendance at the funeral of a relative. A physician's certificate will be required where duration of illness is five (5) consecutive working days or more for a single period.

1. PERMANENT EMPLOYEES will accumulate sick leave privilege on the basis of one (1) day per month of service or major fraction thereof during the remainder of the first year of employment and fifteen (15) days annually

thereafter. Permanent employees may be credited with fifteen (15) working days sick leave at the beginning of the year and may be permitted to use sick leave on the basis and in accordance with established welfare board and/or established policy. Employees resigning or terminating their services with the County Welfare Board shall be permitted to use only that sick leave which has been earned and accumulated up to the date of termination on a pro-rated basis.

THE UNUSED PORTION OF SICK LEAVE WILL BE ACCUMULATED WITHOUT LIMIT.

2. TEMPORARY EMPLOYEES shall be granted sick leave with pay on the basis of one (1) day sick leave for each full month of service or major fraction thereof. Sick leave may be taken by temporary employees not exceeding the amount earned. Temporary employees will be permitted to accumulate sick leave without limit. Temporary employees becoming permanent during the year will continue to accumulate sick leave at the rate of one (1) day sick leave for each full month of service or major fraction thereof for the remainder of that year and will thereafter be granted fifteen (15) days annual sick leave thereafter the same as set forth for permanent employees.

3. PART-TIME AND SEASONAL EMPLOYEES, permanent or temporary, shall receive sick leave on a pro-rated basis subject to the provisions of Ruling 11.

4. DOCTOR'S CERTIFICATE

For illness longer than five (5) days at any one time, a doctor's certificate is required. If there are abuses, a certificate may be required for a shorter period of illness at the discretion of the Director. Recurring short-term sickness will require a certificate.

ARTICLE VII

VACATION LEAVE WITH PAY

1. PERMANENT EMPLOYEES shall be granted minimum vacation leave as follows  
Up to one year of service, one (1) working day vacation for each full month or major fraction thereof;  
after one year of service, and up to ten (10) years of service, twelve (12) working days vacation per year;

After ten (10) years and up to twenty (20) years of service, fifteen (15) working days vacation per year;

After twenty (20) years of service, twenty (20) working days vacation per year. Service includes all temporary continuous service immediately prior to permanent appointment with the Welfare Board or other county office provided there is no break in service of more than one (1) week.

2. TEMPORARY EMPLOYEES shall be granted one (1) working day vacation leave for each full month of service or major fraction thereof during temporary employment for each full month of service or major fraction thereof during temporary employment. No vacation leave in excess of the amount actually earned will be approved in anticipation of continued employment.

3. PART-TIME AND SEASONAL EMPLOYEES, permanent or temporary, will earn vacation leave on a pro-rated basis in accordance with the provisions of Ruling 11.

4. PERMANENT EMPLOYEES RESIGNING or whose services are otherwise terminated for reasons other than retirement shall be granted vacation leave earned and accumulated only on the basis of one (1) vacation day for each full month of service or major fraction thereof during that particular year.

5. PERMANENT EMPLOYEES RETIRING shall be granted vacation leave pro-rated on the basis of current annual allowance divided by twelve (12), multiplied by the months of service completed within the particular year.

#### 6. ACCUMULATION OF VACATION LEAVE

Up to one year vacation allowance may be accumulated and carried forward into the succeeding year.

#### 7. VACATION FOR VETERANS

A returning veteran shall be entitled to full vacation time for the year of return and for the year preceding, providing the latter can be taken the year of return.

#### 8. VACATION REQUEST

Requests for vacation will be submitted to the immediate Supervisors on the proper form. Any conflict on vacations between employees will be re-

solved by seniority. Vacation requests are expected to be submitted a reasonable time in advance of taking the actual vacation.

#### 9. DECEASED EMPLOYEES

Whenever any employee in the classified service dies, payment shall be made to the estate of such deceased employee for all earned and unused vacation leave, within the limits set forth in paragraph 6 above, based on the last approved compensation rate for the deceased employee.

### ARTICLE VIII

#### LEAVE WITHOUT PAY

##### 1. REASONS FOR GRANTING

Leaves without pay may be granted and not unreasonably withheld, at the discretion of the Welfare Board, to permanent employees for any reason considered good by the Welfare Board, but not in excess of one (1) year, subject to approval by the New Jersey Division of Public Welfare and the Department of Civil Service.

Temporary Employees may be granted authorized leave of absence without pay for a maximum of fifteen (15) days for reasons deemed appropriate by the Welfare Board and such leave may not be consecutively renewed or extended. No leave of absence without pay will be granted to any employee for the sole purpose of trying out a new job. A resignation must be tendered before starting new employment.

In all cases, a letter of request from the employee setting forth the reasons why leave is desired and the dates for the commencing and terminating of the leave, shall be submitted to the County Welfare Board. No leave of absence without pay shall become effective without prior approval of the County Welfare Board or the County Director of Welfare.

Employees granted leave of absence without pay shall have annual sick leave and vacation leave credits each reduced by one (1) day for every full month or major fraction thereof that employee is on such leave without pay for the year in which such leave is taken.

## 2. MILITARY LEAVE WITHOUT PAY

Any permanent employee who enters the military or naval service including service in the United States Merchant Marine, or similar organization, in time of war, either voluntarily or pursuant to law, or in time of peace pursuant to law, shall upon his or her request, be granted leave of absence for the period of such service and three months thereafter. In case of service connected illness or wound, the employee shall be allowed three months after recovery to return to his position up to a maximum of two (2) years after discharge. All rights, privileges and benefits formerly enjoyed and accrued during service are retained, except compensation.

### ARTICLE IX

#### LEAVE WITHOUT PAY FOR EDUCATIONAL PURPOSES

1. Leave of absence without pay shall be granted to permanent employees who are veterans desiring to further their education under the G.I. Bill of Rights or other Federal authorization providing educational opportunities for veterans. Such leave shall be approved for the period of training up to one school year and such leave shall be reviewed on request until the veteran employee has completed his education work under the appropriate Federal authorization. If any veteran employee on leave hereunder is released from the institution which he is attending or discontinues such attendance for any reason, authorized leave of absence will terminate automatically and he must return to duty within thirty (30) days of the effective date of such release. Failure to return within the authorized period will result in loss of status and separation from the service. An employee desiring leave for educational purposes shall request such leave in advance, specifying the institutions which he is to attend, the date of matriculation, the course or courses to be taken and the probable length of attendance.

2. Leaves of absence for non-veterans for further educational training may be granted, at the discretion of the County Welfare Board, on the

merits of the individual case in the same manner as any other leave of absence without pay, except that the limitation of one year otherwise applicable to leaves of absence without pay shall not apply to leave of absence without pay for educational purposes. Educational leaves of absence without pay granted non-veterans, however, will not exceed two consecutive years, provided there is a return to active duty of at least one month between the two periods of leave.

#### ARTICLE X

##### EDUCATIONAL LEAVE

1. Leave with stipend and tuition will be approved for permanent employees for educational advancement within the guidelines of Ruling 11.

The purpose of such leave is to permit an employee to pursue special work or training related to his employment and which will improve his competence in the service and will lead to a degree of MSW. Such service will be of direct benefit to the Department of Welfare.

No more than five (5) permanent employees will be eligible for such leave in any one (1) year provided funds are available. The Director of Public Welfare will include this item in his Annual Budget.

2. Employees shall also be granted part-time educational leave with pay and tuition to pursue special work or training related to his employment, subject to the approval of the Director of Public Welfare.

#### ARTICLE XI

##### LEAVE WITH PAY AS A RESULT OF DISABILITY

#### 1. DEFINITION

Leave with pay as the result of employee disability refers to leave granted, with full pay, or with part pay when the employee who is disabled receives Workmen's Compensation by injury incurred in the performance of his duty or by illness as a direct result of or arising out of his employment without contributory negligence on his or her part. Such leave is

separate from and in addition to normal sick leave and any leave with pay granted as a result of disability as thus defined shall not be charged against the employee's normal sick leave.

## 2. EXTENT AND DURATION

In accordance with the provisions of Ruling 11, leave of absence as a result of disability on the job may be granted with full pay, but such leave is limited to a maximum of one (1) year unless similar disability or injury in private industry would entitle the employee to compensation for a longer period under the Workmen's Compensation Laws, in which case payments as provided under such laws may be paid.

## 3. FISCAL LIMITATIONS

Where disability leave with pay or with part pay is granted to an employee with respect to a certain period of absence, and the employee subsequently recovers an award under the Workmen's Compensation laws which includes pay or part pay with respect to the same period, restitution shall be required of the employee to the extent necessary to avoid duplication or augmentation of pay for the same period.

## ARTICLE XII

### SPECIAL LEAVE WITH OR WITHOUT PAY

#### 1. MILITARY CONVENTIONS

Accredited representatives of organizations stemming from the military shall be given leaves of absence with pay to attend New Jersey State or national conventions of such organizations, including reasonable allowance for travel time.

#### 2. OFFICIAL CONVENTIONS, CONFERENCE, ETC.

Time, including reasonable travel time, required for attendance at conferences, conventions, meetings, training institutes, etc., officially arranged or sponsored by the Department of Institutions and Agencies, the Division of Public Welfare or the County Welfare Boards, shall be considered as time on duty and no employee whose attendance is required

or authorized shall suffer any loss of pay by reason of such attendance nor shall the time, including reasonable travel time, required for such attendance be counted as a period of absence.

### ARTICLE XIII

#### LEAVE FOR ATTENDANCE AT UNION CONFERENCES OR CONVENTIONS

Union delegates will be afforded leave with pay to attend the four

(4) conventions specified herein, namely:

The State-wide AFSCME Annual Convention;

The State AFL-CIO Annual Convention;

The Annual Industrial Union Convention; and

The Bi-Annual AFSCME National Convention.

Written notice, from the Union, of the authorization of a delegate to utilize such leave time shall be given to the Board at least twenty-one (21) days in advance of the date or dates of such convention.

Leave will be granted to not more than three (3) delegates at any one time who are authorized by the President or the Executive Director of the Union, and shall be limited to an aggregate total of twenty (20) days of paid leave in a year period and five (5) days of paid leave for any single conference or convention for any individual delegate except in the case where special approval of an exception may be granted by the Board.

Leave not utilized in any yearly period shall not be accumulated except that where the Union requests in writing not later than thirty (30) days prior to the end of the year period a maximum of five (5) days may be carried over into the succeeding year period exclusively for the Bi-Annual AFSCME National Convention or for other approved special meetings.

In addition, leave of absence without pay may be granted to any employee desiring to attend at his own expense not exceeding five (5) days for any single conference or convention.

#### ARTICLE XIV

##### RESIGNATIONS

Any employee who is absent without notification from his duty for more than five (5) consecutive working days will be considered as having resigned his position.

#### ARTICLE XV

##### ABSENCE UNDER PENALTY OF LAW

Any employee who is required to appear in Court under a subpoena, unless the appearance is as an individual and not as an employee of the Board, or to appear for military examination prior to induction, or for any other cause required by law, shall be granted leave of absence with pay.

#### ARTICLE XVI

##### HOSPITALIZATION AND MEDICAL-SURGICAL INSURANCE, WITH RIDER 'J' AND MAJOR MEDICAL INSURANCE

Each employee has membership in Blue Cross and Blue Shield, together with Rider 'J' for the employee and members of his family. Also, Major Medical Insurance is available for the employee and members of his family. These coverages are paid in full by the County for all eligible employees and their dependents. Eligibility will commence after ninety (90) days of employment from the first of the following month employed.

#### ARTICLE XVII

##### MANAGEMENT RIGHTS

Except those and only to the extent that they are specifically modified or limited by this Agreement, the Board has the following rights:

It is the right of the Board to determine the standards of service to be offered by its agency, to determine the standards of selection for employment according to Civil Service; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or for any other legitimate reasons; maintain the efficiency of its operations; determine the method, means and personnel by which its oper-

ations are to be conducted; schedule the hours; take all necessary action to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

All the powers, rights, prerogatives, duties, responsibilities and authority that the Board had prior to the signing of this Agreement are retained by the Board.

#### ARTICLE XVIII

##### SENIORITY

Seniority is defined as an employee's total length of service with the employer, beginning with his original date of hire.

#### ARTICLE XIX

##### HOLIDAYS

New Year's Day  
Lincoln's Birthday  
Washington's Birthday  
Good Friday  
Memorial Day  
Fourth of July

Labor Day  
Columbus Day  
Election Day  
Veterans' Day  
Thanksgiving Day  
Christmas

In addition to the aforementioned holidays, the Board will grant a holiday when the Governor, in his role as Chief Executive of the State of New Jersey, declares a holiday by Proclamation or when the Board of Chosen Freeholders of Atlantic County declares a holiday for all County employees.

#### ARTICLE XX

##### EQUAL TREATMENT

The Employer and the Union agree that there shall be no discrimination or favoritism for reasons of sex, age, nationality, race, religion, marital status, political affiliation, union membership or union activities.

#### ARTICLE XXI

##### RULING NO. 11

All rights, privileges, prerogatives, duties and obligations

of the parties contained in Ruling No. 11 of the Division of Public Welfare, in its present or amended form, should be continued during the life of this Agreement.

#### ARTICLE XXII

##### MILEAGE ALLOWANCE

Mileage allowance for authorized use of personal automobile will be in accordance with present County policy.

#### ARTICLE XXIII

##### BULLETIN BOARDS

Bulletin Boards will be made available by the employer at permanent work locations for use of the Union for the purpose of posting Union announcements and other information of a non-controversial nature.

#### ARTICLE XXIV

##### ADMINISTRATIVE LEAVE

1. Effective July 1, 1972, all employees in the Classified Service with not less than six months service shall be granted an allowance of one and one-half ( $1\frac{1}{2}$ ) days Administrative Leave for the remainder of the current calendar year and on January 1, 1973 shall be granted a yearly allowance of three (3) days Administrative Leave.
2. For the current calendar year (1972) all employees in Classified Service with less than six (6) months service and those hired after July 1, 1972 shall be granted one-half ( $\frac{1}{2}$ ) day of Administrative Leave for each calendar month of service after July 1, 1972 to a maximum of one and one-half ( $1\frac{1}{2}$ ) days.
3. All employees in Classified Service hired on or after January 1, 1973 shall be granted one-half ( $\frac{1}{2}$ ) day of Administrative Leave after each full calendar month of employment to a maximum of three (3) days during the remainder of that calendar year and three (3) days of Administrative Leave in each calendar year thereafter.
4. Administrative Leave shall not be cumulative and any such Leave credit remaining unused by an employee at the end of the

Employees must have been employed for a year or longer subsequent to April 1, 1972 to be eligible for a salary increment effective April 1, 1973.

The entrance salary shall be the minimum of the range and there shall be seven (7) additional steps.

During the term of this Agreement annual increments as earned will be granted to eligible employees on a quarterly basis as follows:

All employees who complete one (1) year of service as of April 1, 1973, will be eligible to receive an increment as of April 1, 1973.

An employee who completes one (1) year of service subsequent to April 1, 1973 and prior to or on July 1, 1973, will be eligible to receive an increment as of July 1, 1973.

An employee who completes one (1) year of service subsequent to July 1, 1973 and prior to or on October 1, 1973, will be eligible to receive an increment as of October 1, 1973.

An employee who completes one (1) year of service subsequent to October, 1973, and prior to January 2, 1974 will be eligible to receive an increment as of January 1, 1974.

#### ARTICLE XXVI

##### TERMINATION

This contract shall be effective as of April 1, 1972 and shall remain in full force and effect until midnight, March 31, 1974.

Time extensions of this Agreement can be granted by mutual Agreement of the parties. Either party shall notify the other in writing sixty (60) calendar days prior to the expiration date, that it desires to modify this Agreement, and negotiations shall begin within fifteen (15) working days after notification.

IN WITNESS WHEREOF the parties have entered into this Agreement and caused same to be executed by its respective officers or agents on the      First      day of November, 1972.

UNION

Donald H. Hill

Richard Hill

Edward Kelly

Frank A. Mason

Frank A. Mason  
Director  
Office of Employee  
Relations  
Office of the Governor

WELFARE BOARD

John J. Hill

John J. Hill

David Wapman

Reviewed and approved by the  
DIVISION OF PUBLIC WELFARE  
NEW JERSEY DEPARTMENT OF INSTITUTIONS  
AND AGENCIES

Irving J. Engelman

Irving J. Engelman  
Director

# ATLANTIC COUNTY WELFARE BOARD

## SALARY RANGES - PLAN B

State	Range No.	April 1, 1972	Range No.	April 1, 1973
Clerk	3	9 6143 - 9592	3	6390 - 9595
Clerk Captain	4	6711 - 6216	3	6775 - 6476
Administrative Operator	4	4753 - 6154	3	4775 - 6476
Machine Operator	4	4568 - 6164	5	4796 - 6476
Senior Clerk	6	5056 - 6000	7	5223 - 7135
Sr. Clerk Analyst	7	5223 - 7135	8	5552 - 7493
Sr. Administrator	7	5223 - 7135	8	5552 - 7493
Machine Operator	10	6122 - 8264	11	6123 - 8375
Principal Clerk	10	6122 - 8264	11	6123 - 8375
Sr. Account Clerk	10	6122 - 8264	11	6123 - 8375
Sr. Clerk Clerks	10	6122 - 8264	11	6123 - 8375
Supervising Tele-Phone Operator	10	6122 - 8264	11	6123 - 8375
Vehicle Aide	10	6122 - 8264	11	6123 - 8375
Care Worker	15	7312 - 10,549	16	8203 - 11,073
Administrative	15	7312 - 10,549	16	8203 - 11,073
Home Representative	15	7312 - 10,549	16	8203 - 11,073
Care Health Specialist	17	8313 - 11,650	18	9044 - 12,203
Supervisor, Care	19	9400 - 12,021	20	9971 - 13,224
Supervisor, Property and Resources	19	9400 - 12,021	20	9971 - 13,224
Senior Investigator	19	9400 - 12,021	20	9971 - 13,224

# ATLANTIC COUNTY WELFARE BOARD

## PLAN B

Salary Range	Maximum	First	Second	Third	Fourth	Fifth	Sixth	Maximum
2.	6340	4724	4737	4773	4873	4973	5073	5323
3.	6370	4754	4767	4802	4902	5002	5102	5352
4.	6400	4784	4797	4832	4932	5032	5132	5382
5.	6430	4814	4827	4862	4962	5062	5162	5412
6.	6460	4844	4857	4892	4992	5092	5192	5442
7.	6490	4874	4887	4922	5022	5122	5222	5472
8.	6520	4904	4917	4952	5052	5152	5252	5502
9.	6550	4934	4947	4982	5082	5182	5282	5532
10.	6580	4964	4977	5012	5112	5212	5312	5562
11.	6610	4994	5007	5042	5142	5242	5342	5592
12.	6640	5024	5037	5072	5172	5272	5372	5622
13.	6670	5054	5067	5102	5202	5302	5402	5652
14.	6700	5084	5097	5132	5232	5332	5432	5682
15.	6730	5114	5127	5162	5262	5362	5462	5712
16.	6760	5144	5157	5192	5292	5392	5492	5742
17.	6790	5174	5187	5222	5322	5422	5522	5772
18.	6820	5204	5217	5252	5352	5452	5552	5802
19.	6850	5234	5247	5282	5382	5482	5582	5832
20.	6880	5264	5277	5312	5412	5512	5612	5862

TABLE I

ATLANTIC COUNTYCASEWORKER SHIFTS 1962

<u>COUNTY A</u>	<u>COUNTY B</u>	<u>COUNTY C</u>	<u>COUNTY D</u>
	9496	9971	10470
8760	9496	9971	10470
8761 - 9180	9971	10470	10969
9181 - 9500	10446	10969	11460
9501 - 10020	10921	11460	11967
10021 - 10440	11396	11967	12466
10441 - 10860	11872	12466	12965
10861 - 11280	12346	12965	13464
11281 - 11700	12821	13464	-

2/1/72 (Quarterly Index  
not applied)

# ATLANTIC COUNTY WELFARE BOARD

SUPERVISORS OF: PROPERTY AND RESOURCES & CASE WORK

SENIOR INVESTIGATOR

BRUCE #19	12,021	Effective April 1, 1972	ANNIVERSARY DATES
BRUCE #20	12,021	Effective April 1, 1973	

Name	Salary	April 1, 1972	April 1, 1973	July 1, 1973	Oct. 1, 1973	Jan. 1, 1974
Adams	10,020	9971	11,463	10,470	11,967	
Karlcock	8760	9435		10,470		11,967
Melin	10,020	10,921	11,463			
Oliver	9100	9971	10,470		10,969	
Richards	10,020	10,921	11,463	11,967		
Taylor	10,020	10,921				
Barlow	9100	9971				10,969
Zepfel	11,200	11,856	10,470	12,966		
Podar	9600	10,446	10,969		11,463	
Kaufman	9100	9971	10,470		10,969	
King	8760	9435	9971			
McCallister	8760	9435	9971			
Rubenstein	9600	10,446	10,969	11,463	10,470	
Sorden	9100	9971				
Salendoo	10,020	11,856	11,967		12,465	
Rice (LMA)	8760	9435	9971			10,470
Gratiano	8760	9435	9971	10,470		

\*Salary includes \$500 Longevity Increase for 25 years' service.

TABLE II

ATLANTIC COUNTRYCASBORNIER

<u>COUNTY A</u>	<u>COUNTY B</u>	<u>COUNTY C</u>	<u>COUNTY D (Quarterly Increases System)</u>
	<u>RANGE 13</u>	<u>RANGE 16</u>	
	<u>47/73</u>	<u>61/73</u>	<u>67/73</u>
7500	7312	8503	8513
7701 - 7800	8205	8613	9023
7901 - 8100	8994	9023	9433
8101 - 8400	8983	9433	9843
8401 - 8700	9376	9843	10253
8701 - 9000	9767	10253	10663
9001 - 9300	10153	10663	11073
9301 - 9600	10549	11073	



015 0083 (CONTINUED)

Receipt	April 1, 1972	April 1, 1973	July 1, 1973	Oct. 1, 1973	Jan. 1, 1974
1000	1972	1973	1973	1973	1974

[illegible]

# ATLANTIC COUNTY WELFARE BOARD

## INVESTIGATOR

RICHARD 15 64712 - 10-549 Defective April 1, 1972  
 RICHARD 15 64712 - 10-549 Defective April 1, 1973

ADMINISTRATIVE PAGE 3

Name Date April 1, April 1, April 1, July 1, October 1, Jan. 1,  
 1972 1973 1973 1973 1973 1974

Curtis	0 6500	6503	9023		
Harmon					8613
Adino	6900	7012	8203	8613	
Alford	6900	7012			
Brown	6900	7012			
Myers	8100	8394		9435	
Washington					
Lee, R.	6900	7012			
Callie	6900	7012	8203	8613	
Hogarty					
4-1-72/6-5-72					
(86033)	6-5-72	8203	8613	9023	
Porter					
4-1-72/6-5-72					
(86033)	6-5-72	8203	8613		9023

TABLE III

ATLANTIC COUNTRYWATER/RE AIDS

<u>COUNTRY A</u>	<u>COUNTRY B</u>	<u>COUNTRY C</u>	<u>COUNTRY D</u>
	6911113	6911110	
	7011112	7011111	
	7111110	7111103	7111111 (Quarantine Fee Government Dept. 100)
5920 - 5970	6322	6423	6799
5981 - 5990	6423	6799	7070
5901 - 5940	6734	7070	7391
5941 - 6100	7040	7391	7712
6101 - 6220	7346	7712	8033
6221 - 6300	7552	8033	8354
6301 - 6300	7933	8354	8675
6901 - 7140	8284	8675	



TABLE IV

ANTHROPOLOGYPRINCIPAL CLASSES

<u>COUNTRY</u>	<u>NUMBER</u>	<u>COUNT</u>	<u>COUNT</u>
<u>FRANCE</u>	<u>10</u>	<u>10</u>	<u>10</u>
<u>10/10</u>	<u>10/10</u>	<u>10/10</u>	<u>10/10</u>
5250 - 5400	6122	6400	6710
5401 - 5500	6400	6710	7070
5501 - 5600	6710	7070	7370
5601 - 5700	7070	7370	7712
5701 - 5800	7370	7712	8033
5801 - 5900	7712	8033	8354
5901 - 6000	8033	8354	8675
6001 - 6100	8354	8675	

10/10 (currently 10/10)

# ATLANTIC COUNTY WELFARE BOARD

PRINCIPAL CLERK - PRINCIPAL ACCOUNT CLERK -  
 PRINCIPAL CLERK STENOGRAPHER - SUPERVISING TELEPHONIC  
 OPERATOR

Present Salary - \$7320      Effective April 1, 1972  
 \$7320      \$7320      \$7320

## ANNIVERSARY DATES

Present Salary	April 1, 1972	April 1, 1973	Oct. 1, 1973	Jan. 1, 1974
\$7320	\$7320	\$7320	\$7320	\$7320

Cost	\$ 7320	8152	8533	8954
White	6060	7040	7712	

Salary includes \$300 Longevity Increase for 25 years' Service.

TABLE V

ATLANTIC COUNTYSENIOR CLERK TYPIST

<u>COLUMN A</u>	<u>COLUMN B</u> <u>Range 7</u>	<u>COLUMN C</u> <u>Range 8</u>	<u>COLUMN D</u>
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73</u> (Quarterly Increment System)
4500 - 4740	5288	5552	5830
4741 - 4980	5552	5830	6108
4981 - 5220	5816	6108	6386
5221 - 5460	6080	6386	6664
5461 - 5700	6344	6664	6942
5701 - 5940	6608	6942	7220
5941 - 6180	6872	7220	7498

# ATLANTIC COUNTY WELFARE BOARD

## SENIOR CLERK TYPIST, SENIOR ADDRESSOGRAPH MACHINE OPERATOR

Range #7 \$5288 - 7136 Effective April 1, 1972  
 Range #8 \$5552 - 7498 Effective April 1, 1973

### ANNIVERSARY DATES

Name	Present Salary	Apr. 1, 1972	Apr. 1, 1973	Apr. 1, 1973	Jul. 1, 1973	Oct. 1, 1973	Jan. 1, 1974
Balsam	\$4920	5552		6108			
Begley	4920	5552		6108			
Kework	4740	5288	5552				5830
Lane	5280	6080		6664			
Washington	5800	6608		7220			
McMenamin	5800	6608		7220			
Singer	5800	6608	6942		7220		
Weitz	4920	5552		6108			
Gitzes	4920	5552		6108			
Needles	5220	5816	6108			6386	
Nicosia	5220	5816	6108			6386	
Santa Maria	5220	5816	6108			6386	

TABLE VI

ATLANTIC COUNTYSENIOR CLERK

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>Range 6</u>	<u>Range 7</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73 (Quarterly Increment System)</u>
Up to \$4740	\$ 5288	5552	5816
4741 - 4980	5540	5816	6080
4981 - 5220	5792	6080	6344
5221 - 5460	6044	6344	6608
5461 - 5700	6296	6608	6872
5701 - 5940	6548	6872	7136
5941 - 6180	6800	7136	-

As of 4/1/72, Senior Clerks having a salary rate up to \$4740 and one year of service will move to 5288. Employees in other salary brackets listed in Column A will move correspondingly to the rate shown in Column B.

An employee with less than one year of service having a salary rate up to 4740 will as of 4/1/72 move to 5036. Those hired subsequent to 4/1/72 shall move to 5036 as of the date of hire. Upon completion of one year of service such employees shall move to 5288.

As of 4/1/73, Senior Clerks will receive a range change as shown in Column C and will be entitled to a merit increment (Column D) on their quarterly anniversary date.

ATLANTIC COUNTY WELFARE BOARD

SENIOR CLERK

RANGE #6	\$5036 - \$5800	Effective April 1, 1972
RANGE #7	\$5288 - \$7136	Effective April 1, 1973

	<u>ANNIVERSARY DATES</u>				
Name	Present	April 1,	April 1,	July 1,	Oct. 1, Jan. 1,
Salary	1972	1973	1973	1973	1973 1974
Levin	\$4740	5288	5552		5816

TABLE VII  
ATLANTIC COUNTY  
CLERK TYPIST

<u>COLUMN A</u>	<u>COLUMN B</u>	<u>COLUMN C</u>	<u>COLUMN D</u>
	<u>Range 4</u>	<u>Range 5</u>	
	<u>4/1/72</u>	<u>4/1/73</u>	<u>4/1/73 (Quarterly Increment System)</u>
Up to 4020	4558	4796	5036
4021 - 4200	4796	5036	6276
4201 - 4380	5024	5276	5516
4381 - 4560	5252	5516	5756
4561 - 4740	5480	5756	5996
4741 - 4920	5708	5996	6236
4921 - 5100	5936	6236	6476
5101 - 5280	6164	6476	-

# ATLANTIC COUNTY WELFARE BOARD

CLERK TYPIST, TELEPHONE OPERATOR, ADDRESSOGRAPH MACHINE  
OPERATOR AND CLERK - BOOKKEEPER

NAME #4 04213 - 0104 Effective April 1, 1972  
04213 - 0105 Effective April 1, 1973

## ACTIVATION DATES

NAME Salary April 1, April 1, April 1, Oct. 1, April 1,  
1972 1973 1973 1973 1974

Lyons	4250	5252	5916	5035	5735
Callahan	4250	5252	5916		
Allen	4250	5252	5916		
Birch	4250	5252	5916		
Hutchins	4250	5252	5916		
Proctor	4250	5252	5916		
Cosgrove	4250	5252	5916		
Dawson	4250	5252	5916		
Jones	4250	5252	5916		
Porter	4250	5252	5916		
Paul	4250	5252	5916		
Servino	4250	5252	5916		
Gould	4250	5252	5916		
Lipari	4250	5252	5916		

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1. The first part of the document is a list of names and their corresponding addresses. The names are listed in the left column, and the addresses are listed in the right column. The names are: John Doe, Jane Smith, and Bob Johnson. The addresses are: 123 Main St, 456 Elm St, and 789 Oak St.

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ATLANTIC COUNTY WELFARE BOARD

TITLE CHANGES

MAGAZZU:

Welfare Aide -- April 1 to June 5 -- \$7140 to \$7958  
June 5, 1972 Apr. 1, 1973 July 1, 1973  
Investigator \$7140 to \$8203 8613 9023

FIORAVANTI:

Welfare Aide -- April 1 to June 5 -- \$7140 to \$7958  
June 5, 1972 Apr. 1, 1973 Jan. 1, 1974  
Investigator \$7140 to \$8203 8613 9023

NICOSIA:

Sr. Clk. Typist -- April 1 to Sept. 25 -- \$5220 to \$5816  
Sept. 25, 1972 Apr. 1, 1973 Oct. 1, 1973  
Clerk Typist \$4920 to \$5708 5996 6236

SANTA MARIA:

Sr. Clk. Typist -- April 1 to Sept. 25 -- \$5220 to \$5816  
Sept. 25, 1972 Apr. 1, 1973 Oct. 1, 1973  
Clerk Typist \$4920 to \$5708 5996 6236

GOULD:

Clerk Typist -- April 1 to Sept. 25 -- \$4520 to \$5252  
Sept. 25, 1972 Apr. 1, 1973 Jan. 1, 1974  
Sr. Clk. Typist \$4740 to \$5288 5552 5830

JONES:

Clerk Typist -- April 1 to Sept. 25 -- \$4520 to \$5252  
Sept. 25, 1972 Apr. 1, 1973 July 1, 1973  
Sr. Clk. Typist \$4740 to \$5288 5552 5830

# BRUNNEN

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*[The page contains faint, illegible markings and noise.]*